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REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905-5491**



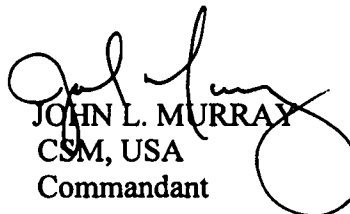
ATZH-LCA (310-2d)

6 July 2006

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #1 - Commandant's Open Door Policy/Right to Present Complaints

1. This memorandum establishes command policy relative to the open door policy and individual's right to present complaints/grievances. This policy applies to both military and civilian employees assigned or attached to the Regimental Noncommissioned Officer Academy (RNCOA) and is required reading by all personnel.
2. Permanent party and training personnel of this academy seeking assistance are encouraged to use the chain of command to resolve their problems at the lowest possible level. However, use of the chain of command will not be interpreted as a restriction to seeing the Commandant at any level of command within this academy.
3. All personnel should feel free to approach the Commandant for the purpose of discussing problems of a personal or emergency nature during my visits to units, training areas, barracks, classrooms, or other unit activities.
4. Personnel who wish to see me any other time, may appear in person at academy headquarters or make an appointment by calling my secretary (791-6216/2106) or using the scheduled period for my "Open Door" policy every day from 1600hrs to close of business. However; if anyone needs to see me prior to 1600hrs, I am more than willing to see them before 1600hrs.
5. This memorandum and FG Form 257 will be permanently posted on all bulletin boards.


JOHN L. MURRAY
CSM, USA
Commandant

Encl
FG Form 257

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